

ARCHIVES & RECORDS CENTER
VOLUME STATISTICS

PART I - Holdings of each Component
by Category of Records

PART II- Holdings of Inactive Office
Records of each Component Listed
by Type of Disposition Instruction

(In Cubic Feet)

1 JULY 1968

HOLDINGS OF EACH COMPONENT BY CATEGORY OF RECORDS

EXPLANATION OF CATEGORIES OF RECORDS STORED AT THE ARCHIVES & RECORDS CENTER

INACTIVE OFFICE RECORDS

These are records created by all components of the Agency in the normal course of their operations. The records are retired to the Archives and Records Center when they become inactive and in accordance with approved Records Control Schedules.

VITAL RECORDS

These are records essential to the continuity of Agency operations during an emergency. This is to provide for operations at the relocation site and to back up certain daily operations at Headquarters. Since these are copies and duplicates of current active records in the offices, these Vital Records are stored and totaled separately from Archival and inactive Office Records Holdings.

**SUPPLEMENTAL DISTRIBUTION
COPIES OF REPORTS & MAPS**

This is the reserve stock of Agency produced finished intelligence reports and maps held at the Archives and Records Center for immediate release to Agency Components, other USIB Agencies and Foreign Governments as they are needed to supplement the initial distribution.

ARCHIVAL RECORDS

These are records of enduring value to the Agency as a whole and document the mission and function of the Agency. They are normally the records identified as Permanent in the Records Control Schedules and have been separated from the other inactive office records with the assistance of the component Records Management Office.

VOLUME OF RECORDS IN 2002/08/26 : CIA-RDP72-00450R000100190003-91968
 Approved For Release 2002/08/26 : CIA-RDP72-00450R000100190003-9

AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DCI	ODCI	143	3		146
	CABLE	690	94		784
	HS	15			15
	PA	51			51
	OPPB	18	4		22
	OLC	79		2	81
	OGC	58	2	2	62
	OIG	33			33
	ONE	77	15	129	221
	NSC	224			224
	DIA		5		5
TOTALS FOR DCI AREA		1,388	123	133	1,644

VOLUME OF RECORDS IN THE AGENCY'S RECORDS CENTER 1 July 1968
 Approved For Release 2002/08/26 : CIA-RDP72-00450R000100190003-9

AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDI	ODD	118	1	19,168	19,287
	CGS	365	1		366
	DCS	2,374	43		2,417
STAT	<div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>	598	20		618
	OER	323	8		331
	OEGI	466	2,778		3,244
	OCI	323	49		372
	CRS	10,424	1,232		11,656
	NPIC	2,333	3,437		5,770
	OSR	16	53		69
TOTAL DDI AREA		17,340	7,622	19,168	44,130

VOLUME OF RECORDS IN THE ARCHIVES AND RECORDS CENTER - 1 July 1968

Approved For Release 2002/08/26 : CIA-RDP72-00450R000100190003-9

AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDP	AF	Retired by RID	24		24
	BG	" " "	7		7
	CA	" " "	5	81	86
	CCS	" " "	16		16
	CI	" " "	18		18
25X1A8A	<div></div>	" " "	1		1
	EUR	" " "	45		45
	FE	" " "	49		49
	FI	" " "	20		20
	FI/D	1,179	2		1,181
	NE	Retired by RID	14		14
	PC	" " "	4		4
	PSG	" " "	9		9
	RID	20,441	369		20,810
	SB	Retired by RID	28		28
25X1A8A	<div></div>	" " "	7	21	28
	TSD	1,067	11		1,078
	WH	Retired by RID	69		69
TOTALS FOR DDP AREA		22,687	698	102	23,487

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VOLUME OF RECORDS IN THE ARCHIVES AND RECORDS CENTER 1 July 1968
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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDS	ODD	73	1	241	315
	RAS	20	4		24
	OS	2,938	7		2,945
	OTR	606	113		719
	OP	2,568	37		2,605
	OL	2,910	37		2,947
	OC	615	15		630
	CMS	990	3		993
	OF	11,411	58		11,469
TOTALS FOR DDS AREA		22,131	275	241	22,647

VOLUME OF RECORDS IN THE AGENCY'S AREA RECORDS CENTER 10119003-968

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DD/S&T	ODD	36		2,117	2,153
	FMSAC	1,126	12		1,138
	ORD	28			28
	OSA	458	18		476
	OSI	1,232	39		1,271
	OCS	35	9		44
	OEL	154	1		155
	SPINT	23	1		24
	OSP	128			128
TOTALS FOR DD/S&T AREA		3,220	80	2,117	5,417

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VOLUME OF RECORDS IN THE AGENCIES AND REPORTS & MAPS 1968

Approved For Release 2002/08/26 : CIA-RDP72-00450R000100190003-9

AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	ARCHIVAL RECORDS	OFFICE TOTAL
	HCF	703				703
	ARCHIVES				6,345	6,345
TOTAL ARCHIVAL RECORDS		703			6,345	7,048
AGENCY TOTALS		67,169	8,798	21,761	6,345	104,373

6,345

73,814

PART II

HOLDINGS OF INACTIVE OFFICE RECORDS OF EACH COMPONENT LISTED BY TYPE OF DISPOSITION INSTRUCTION

EXPLANATION OF TYPES OF DISPOSITION INSTRUCTIONS

PERMANENT

These are records identified as records of enduring value by existing Records Control Schedules and will eventually be processed into the Agency's Archival Records.

TEMPORARY

These are records that have a definite disposition instruction in existing Records Control Schedules and will be pulled from the shelf and destroyed when the specified time has elapsed.

INDEFINITE

The disposition instructions for these does not provide for destruction but instead calls for some future action to be taken prior to destruction.

SECRET

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 SCHEDULE 125 PERIOD OF REVIEW INACTIVE RECORDS 1901-1969

AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DCI	ODCI	119	20	4	143
	CABLE SEC.	61	626	3	690
	HS	15			15
	PA	12	39		51
	OPPB	13	5		18
	OLC	69	10		79
	OGC	58			58
	OIG	21	9	3	33
	ONE	74	1	2	77
	NSC	191		33	224
	TOTALS	633	710	45	1,388
	PER CENT	45.6	51.2	3.2	

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SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS - 1 July 1968

AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
STAT	DDI	106	3	9	118
	IRS	324		41	365
	DCS	113	140	2,121	2,374
	<div style="border: 1px solid black; width: 40px; height: 15px; display: inline-block;"></div>	484	39	75	598
	OER	159	162	2	323
	OEGI	70	14	382	466
	OCI	264	59		323
	CRS	3,784	581	6,059	10,424
	NPIC	2,166	8	159	2,333
	OSR	4	12		16
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	TOTALS	7,474	1,018	8,848	17,340
	PER CENT	43	6	51	

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SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS - 1 July 1968

AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDP	FI/D	665	55	459	1,179
	TSD	7	34	1,026	1,067
	*RID	1,692	368	18,381	20,441
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	TOTALS	2,364	457	19,866	22,687
	PER CENT	10.4	2	87.6	

*All DDP Inactive records except those from TSD & FI/D are retired by RID.

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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTALS
DDS	ODD	69		4	73
	RAB	19	1		20
	OS	71	2,498	369	2,938
	OTR	271	143	192	606
	OP	132	2,195	241	2,568
	OL	152	2,711	47	2,910
	OC	216	395	4	615
	OMS	60	881	49	990
	OF	1,331	1,247	8,833	11,411
TOTALS		2,321	10,071	9,739	22,131
PER CENT		10.5	45.5	44	

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SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS - 1 JULY 1968

AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTALS
DD/S&T	ODD	26	10		36
	FMSAC	6	1,066	54	1,126
	ORD	23	5		28
	OSA	247	211		458
	OSI	348	874	10	1,232
	OCS	3	25	7	35
	OEL	2	70	82	154
	OSP	116	12		128
	SPINT	22		1	23
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	TOTALS	793	2,273	154	3,220
	PER CENT	24.6	70.6	4.8	

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SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS - 1 July 1968

	PERMANENT	TEMPORARY	INDEFINITE	TOTALS
*Historical Collection File (HCF)			703	703
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AGENCY TOTALS	13,585	14,529	39,355	67,469
PER CENT	20.1	21.5	58.4	

*Historical Collection Files are accessions containing records of enduring value to the Agency. These accessions will be screened and the records of enduring value will be processed into the Agency Archives.

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